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African Regional Centre for Solar Energy -
Inaugural Meeting of the Council

Addis Ababa, Ethiopia, 12 to 14 May 1982

JOB DESCRIPTIONS, VACANCY ANNOUNCEMENTS AND SELECTION PROCEDURE FOR ARCSE NUCLEUS STAFF

1. The attached job descriptions and draft advertisements are prepared by the secretariat of ECA as draft documents for discussion under agenda item ten.

2. Draft job descriptions and draft vacancy announcements for the posts of ARCSE Executive Director and his Deputy are submitted as Annex I, I.A and II, II.A. The working conditions and benefits are similar to those provided for by OAU. The Annexes III to IX, contain draft job descriptions only and cover the posts of CTA and Sectoral Directors.

3. After reaching an agreement on the attachments, the Council may wish to define a procedure that would allow for the installation of the Executive Director and his Deputy.

4. Among the several procedures that could be adopted by the meeting, one is the ARCSE Executive Board to pursue the selection procedure of the ARCSE Executive Director and his Deputy along the following lines:

(a) The Chairman of the Executive Board will be mandated to circulate the approved post advertisements not later than 30 days after the closing of the Meeting. He will send those documents to all States members of the African Regional Centre for Solar Energy by registered mail.

(b) In his mailing addressed to all Ministries of Foreign Affairs concerned he should be instructed to specify that the deadline for submitting the names and credentials of the candidates does not exceed three calendar months from the date of issue.

(c) The Chairman of the Executive Board and the Executive Secretary of ECA should be instructed to meet and start examining the proposed candidatures for the posts of Executive Director and his Deputy as soon as possible after the closing date. Should it appear however that the number of candidatures is insufficient to allow a reasonable choice, they may at their discretion delay the examination of the documents for another month, provided all ARCSE member States are immediately informed by telex urging the presentation of more candidates.

(d) After shortlisting the Chairman of the Executive Board shall submit the shortlisted candidates for the post of Executive Director and his Deputy for consideration at an Extraordinary Session of the Executive Board which will recommend the selected candidates to the Council for appointment.

5. As soon as the Executive Director and his Deputy are appointed, they will assess the candidates for the posts of CTA and Sectoral Directors and recommend the selected candidates to the Executive Board for appointment.

DRAFT JOB DESCRIPTION

1. Title of Post: Executive Director of the African Regional Centre for Solar Energy

2. Category: Il

3. Duty Station:

4. Date of appointment:

5. Duration: Five years; eligible for reappointment for another term of five years

6. Duties: The Executive Director of the Centre shall be the Chief Executive Officer of the secretariat of the ARCSE. In accordance with the policies, decisions and directives of the Council and the Executive Board, he shall have the responsibility for the organization, direction and administration of the secretariat.

With the assistance of the other officials of the secretariat, the Executive Director shall be required to:

(a) service and assist the organs of the Centre in the performance of their functions;

(b) keep the functioning of the Centre under continuous review and, where appropriate, report the results of his review to the Council or the Executive Board for their action in that regard;

(c) submit the draft work programme and corresponding budget of the Centre to the Executive Board for its consideration;

(d) submit periodic reports on the activities of the Centre including financial statements of its income and expenditure to the Executive Board for its consideration;

(c) carry out the work programme of the Centre and co-ordinate the work of the Centre with that of such other institutions active or interested in the objectives of the Centre as the Executive Board may determine;

(f) undertake such work and studies and perform such services relating to the objectives of the Centre as may be assigned to him by the Council or the Executive Board and also make such proposals thereto as may assist in the efficient and harmonious functioning and development of the Centre, to the Council or the Executive Board as may be appropriate; and

(g) convene, in consultation with the Chairmen of the organs of the Centre, the meetings of such organs in accordance with the provisions of the Constitution of the Centre or as may be provided for thereunder.

The Executive Director of the Centre is entitled to attend and participate at all sessions of the organs of the Centre;

The Executive Director is an ex officio member of the Executive Board of the Centre and shall act as Secretary of the Executive Board;

The Executive Director shall also perform such functions as the Council or Executive Board may delegate to him under Article 8 paragraph 5 and Article 9 paragraph 6 of the ARCSE Constitution;

7. Qualifications and Experience:

The candidate to the post of Executive Director of the African Regional Centre for Solar Energy should:

(a) be national of a country which is a member of the African Regional Centre for Solar Energy;

(b) be holder of an advanced degree in engineering, science or administration;

(c) possess substantial experience in technical field related to key solar energy applications, extending over not less than ten years out of which five years should be in natural energy resources management;

(d) possess considerable experience in the development, administration and management of a technical or scientific organization, preferably of subregional or regional character;

8. Language: The candidate should be fluent in English or French, with a working knowledge of the other.

DRAFT VACANCY ANNOUNCEMENT FOR THE POST OF EXECUTIVE DIRECTOR OF THE AFRICAN REGIONAL CENTRE FOR SOLAR ENERGY (ARCSE)

Applications are invited from suitablu qualified candidates for the post of Executive Director of RARCSE.

1. Post Title: Executive Director

2. Level: D1

3. Date for entry on duty:

4. Vacancy notice issued:

5. Organizational Unit: African Regional Centre for Solar Energy

6. Duty Station:

7. Functions: The Executive Director of the Centre shall be the Chief Executive Officer of the Secretariat. He shall, in accordance with the policies, decisions and directives of the Council and the Executive Board, have responsibility for the organization, direction and administration of the secretariat.

The Executive Director of the Centre shall with the assistance of the other officials of the secretariat among other things:

(a) service and assist the organs of the Centre in the performance of their functions;

(b) keep the functioning of the Centre under continuous review and, where appropriate, report the results of his review to the Council or the Executive Board for their action in that regard;

(c) submit the draft work programme and corresponding budget of the Centre to the Executive Board for its consideration;

(d) submit periodic reports on the activities of the Centre including financial statements of its income and expenditure to the Executive Board for its consideration;

(e) carry out the work programme of the Centre and co-ordinate the work of the Centre with that of such other institutions active or interested in the objectives of the Centre as the Executive Board may determine;

(f) undertake such work and studies and perform such services relating to the objectives of the Centre as may be assigned to him by the Council or the Executive Board and also make such proposals thereto as may assist in the efficient and harmonious functioning and development of the Centre, to the Council or the Executive Board as may be appropriate; and

(g) convene, in consultation with the chairmen of the organs of the Centre, the meetings of such organs in accordance with the provisions of the ARCSE Constitution or as may be provided for thereunder.

The Executive Director of the Centre shall be entitled to attend and participate at all sessions of the organs of the Centre.

The Executive Director shall be an ex officio member of the Executive Board of the Centre and shall act as Secretary of the Executive Board;

The Executive Director shall also perform such functions as the Council or Executive Board of the ARCSE, may delegate to him under Article 8 paragraph 5 and Article 9 paragraph 6 of the ARCSE Constitution.

8. Qualifications: The candidate should:

(a) be a national of a member State of the African Regional Centre for Solar Energy;

(b) possess an advanced university degree in engineering, applied science in solar energy or other field related to the application of technology to development, including wind and biomass energy;

(c) have a minimum of 10 years' post-qualification experience in senior positions of responsibility in the development of technology and its application to national, subregional and regional development;

(d) possess considerable experience in the administration and management of a technological organization;

(e) have experience in institution building in the field of technology;

(f) possess qualities of leadership.

9.	Languages:	Fluency in English or French; working knowledg of the other
10.	Salary:	In the range of $US17,140 - 20,110 per annum (tax free). Currently under review.
11.	Other benefits:	Dependency allowance, housing allowance, education allowance, post adjustment. (As per OAU conditions currently under review).
12.	Term of Office:	Five years, with possibility of extension for another term of five years.
13.	Method of application:	Six copies of the application with six copies detailed curriculum vitae of the applicant inc employment record, and a certified passport si photograph of the applicant should be sent to The Executive Secretary UNECA P.O. Box 3001 Addis Ababa Ethiopia no later than..... Successful candidat shall be expected to take up their appointment about.....
14.	Deadline for application:	

JOB DESCRIPTION

1. Title of post: Deputy Executive Director of the African Regional Centre for Solar Energy

2. Category: D1/I

3. Duty Station:

4. Date of appointment:

5. Duration: Five years; eligible for reappointment for another term of five years.

6. Duties: The Deputy Executive Director shall be under the direct authority of the Executive Director. He assists the Executive Director of the Centre in the discharge of his functions.

- The Deputy Executive Director of the Centre shall be in the absence of the Executive Director, the Chief Executive Officer of the secretariat of the Centre. He shall in accordance with policies, decisions and directives of the Council and the Executive Board, have responsibility for the organization, direction and administration of the secretariat of ARCSE. With the assistance of other officials of the Centre he shall be required to:

(a) Service and assist the organs of the Centre in the performance of their fuhctions. He may act as Secretary of Executive Board and also perform such functions as the Council or Executive Board may delegate to him in the absence of the Executive Director (Article 8 paragraph 5 and Article 9 Paragraph 6 of the ARCSE Constitution);

(b) Keep the functioning of the Centre under continuous review and, where appropriate, report the results of his review to the Council or the Executive Board for their action in that regard;

(c) Submit the draft work programme and corresponding budget of the Centre to the Executive Board for its consideration;

(d) Submit periodic reports on the activities of the Centre including financial statements of its income and expenditure to the Executive Board for its consideration;

(e) Carry out the work programme of the Centre and co-ordinate the work of the Centre with that of such other institutions active or interested in the objectives of the Centre as the Executive Board may determine;

(f) Undertake such work and studies and perform such services relating to the objectives of the Centre as may be assigned to him by the Council or the Executive Board and also make such proposals thereto as may assist in the efficient and harmonious functioning and development of the Centre, to the Council or the Executive Board as may be appropriate, and

(g) Convene, in consultation with the chairmen of the organs of the Centre, the meetings of such organs in accordance with the provisions of the ARCSE Constitution or as may be provided for thereunder.

- The Deputy Executive Director of the Centre shall be entitled to attend and participate at all sessions of the organs of the Centre.

7. Qualifications and experience: The candidate to the post of Deputy Executive Director of the African Regional Centre for Solar Energy should:

(a) be national of a country which is a member of the African Regional Centre for Solar Energy;

(b) be holder of an advanced University degree in engineering, applied sciences or administration;

(c) have a minimum practical experience of ten years in the field of technology development and sound experience in the administration of a technical organization;

8. Languages: The candidate should be fluent in English or French with a working knowledge of the other.

DRAFT VACANCY ANNOUNCEMENT FOR THE POST
OF THE DEPUTY EXECUTIVE DIRECTOR OF THE AFRICAN REGIONAL CENTRE
FOR SOLAR ENERGY (ARCSE)

Applications are invited from suitably qualified candidates for the post of Deputy Executive Director of ARCSE

1. Post Title: Deputy Executive Director

2. Level: D1/I

3. Date for entry on duty:

4. Vacancy notice issued:

5. Orgazational Unit: African Regional Centre for Solar Energy

6. Duty Station:

7. Functions: The Deputy Executive Director functions under the authority of the Executive Director of ARCSE and assists him in the discharge of his functions.

The Deputy Executive Director of the Centre shall be in the absence of the Executive Director, the Chief Executive Officer of the Secretariat. He shall, in accordance with the policies, decisions and directives of the Council and the Executive Board, have responsibility for the organization, direction and administration of the secretariat of ARCSE.

The Deputy Executive Director of the Centre shall in the absence of the Executive Director, with the assistance of the other officials of the secretariat, among other things:

(a) service and assist the organs of the Centre in the performance of their functions;

(b) keep the functioning of the Centre under continuous review and, where appropriate, report the results of his review to the Council or the Executive Board for their action in that regard;

(c) submit the draft work programme and corresponding budget of the Centre to the Executive Board for its consideration;

(d) submit periodic reports on the activities of the Centre including financial statements of its income and expenditure to the Executive Board for its consideration;

(e) carry out the work programme of the Centre and co-ordinate the work of the Centre with that of such other institutions active or interested in the objectives of the Centre as the Executive Board may determine;

(f) undertake such work and studies and perform such services relating to the objectives of the Centre as may be assigned to him by the Council or the Executive Board and also make such proposals thereto as may assist in the efficient and harmonious functioning and development of the Centre, to the Council or the Executive Board as may be appropriate; and

(g) convene, in consultation with the chairmen of the organs of the Centre, the meetings of such organs in accordance with the provisions of the ARCSE Constitution or as may be provided for thereunder.

- The Deputy Executive Director of the Centre shall be entitled to attend and aparticipate at all sessions of the organs of the Centre.

- The Deputy Executive Director may act as Secretary of the Executive Board and shall also perform such functions as the Council or the Executive Board may delegate to the Executive Director of ARCSE under Article 8 paragraph 5 and Article 9 paragraph 6 of the ARCSE Constitution, during the absence of the Executive Director.

9. **Languages:** The candidate should be fluent in English or French with a working knowledge of the other

10. **Salary:** In the range of $US17,140 - 20,110 per annum (tax free). Currently under review.

8. Qualifications: The candidate should:

(a) be a national of a member State of the African Regional Centre for Solar Energy;

(b) possess an advanced university degree in engineering, applied science in solar energy or other field related to the application of technology to development, including wind and biomass energy;

(c) have a minimum of 10 years' post qualification experience in senior positions of responsibility in the development of technology and its application to national development;

(d) possess sound experience in the adminstration and management of a technological organization;

(e) have experience in institution building in the field of technology;

9. Languages: The candidate should be fluent in English or French with a working knowledge of the other

10. Salary In the range of $US17,140 - 20,110 per annum (tax free) currently under review

11. Other benefits: Dependency Allowance, Housing Allowance, Education Allowance, Post Adjustment as per OAU conditions currently under review.

12. Term of Office: Five years with possibility of extension of another te of five years.

13. Method of application: Six copies of the application with six copies of detai curriculum vitae of the applicant including employment record, and a certified passport size photograph of th applicant should be sent to:

The Executive Secretary
UNECA
P.O. Box 3001
Addis Ababa
Ethiopia

no later than..... Successful candidates shall be expected to take up their appointment on or about.....

14. Deadline for application:

DRAFT JOB DESCRIPTION FOR THE CHIEF TECHNICAL ADVISOR (CTA) OF THE AFRICAN REGIONAL CENTRE FOR SOLAR ENERGY (ARCSE)

1. Post Title: Chief Technical Advisor of the African Regional Centre for Solar Energy

2. Level: P-5

3. Duty Station:

4. Date of Appointment:

5. Duration: Two years with possibility of extension

6. Duties: The Chief Technical Advisor (CTA) functions under the direct supervision of the Executive Director and Deputy Executive Director of the Centre. He shall be expected to assist technically the Executive Director and Deputy Executive Director in the establishment of the Centre and in the implementation of its regular work programme. During the preliminary phases of the establishment of the Centre, he will particularly assist in:

(a) finalizing the full-scale project and work plans of the Centre, including requirements for equipment and staff;

(b) preparing of job descriptions, evaluation of candidates, recruitment and assignment of technical staff from participating governments or donors;

(c) arranging the provisional office and designing of permanent buildings and laboratories;

(d) preparing of project submission documents, where contributions from sources other than regular are concerned;

- During the normal functioning of the Centre, the CTA shall be required to assist in:

(a) preparing regular work programme and budget of the centre;

(b) preparing of technical reports and programmes on research, development and training activities of the Centre.

(c) preparing of technical specifications, design and experimental manufacturing of equipment;

(d) organizing activities of the demonstration site

(e) technically supporting the conferences, meetings, etc. organized by the Centre;

(f) organizing technical assistance to member countries of the Centre.

7. Qualifications required: Advanced university degree in applied new and renewable sources of energy, applied sciences - physics or engineering with at least 20 years of practical experience in the field of applied energy sciences. He should, in general, be an all-rounded expert with a wide range of experience in the field of assessment, and utilization of new and renewable sources of energy. His professional experience should include technical and management activities, in solar, wind and biomass energy, including preparation of training programmes and project documents. Working experience in developing countries and previous involvement in regional projects in the field of natural resources is preferable.

8. Language: Fluency in English or French, with a working knowledge of the other.

DRAFT JOB DESCRIPTION

I. Title of post: DIRECTOR OF ADMINISTRATION Unit of the African Regional Centre for Solar Energy.

II. Level: P4

III. Duty Station:

IV. Date of Appointment:

V. Duration of Appointment: Two years, with possibility of extension

VI. Duties and Responsibilities:

Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with other Directors of Units the Director of Administration Unit is responsible to develop and implement administrative and financial policies and procedures; act as senior advisor on administrative and financial issues and policies; co-ordinate and monitor delegates personnel, finances, meetings, general services; act as senior liaison officer with senior officials on administrative and financial matters; ensure effective management of the Unit and perform other duties as required. In detail,

(i) Develop and implement administrative and financial policies and procedures by:

(a) drafting policy proposals for consideration of policy-making bodies and providing information as required;

(b) developing methodology for implementing the decisions of the Executive Board;

(c) reviewing administrative and financial proposals to insure consistency with established policy and current practice;

(d) developing long-term financial needs and plans;

(e) developing financial strategy;

(ii) Act as senior adviser to the Executive Director as parr of the management teaa, with particular reference to administrative and financial issues and policies by:

(a) advising on critical or potentially sensitive administrative and financial cases and recommending solutions;

(b) recommending the establishment of precedent or the interpretation of rules and regulations.

(iii) Co-ordinate and monitor the delegated administrative and financial services (personnel, finances, conferences, general services) to the others units by:

(a) developing and reviewing the policy of delegated financial authority and ensuring its appropriateness;

(b) monitoring delegated financial practices and ensuring consistency between various sectors of the centre;

(c) reviewing the actions of the field and committees of administration and finance and advising of inappropriate actions;

(d) advising on and authorizing exceptions to established practice, procedure and policy;

(e) ensuring that instructions and directives are issued and ongoing communications are maintained;

(iv) Act as senior liaison officer with senior officials on administrative and financial matters by:

(a) meeting with senior officials of the national centres, governments, missions, (including ambassadors), etc.;

(v) Ensure the effective management of the Unit by:

(a) establishing the objectives and goals and ensuring the achievement of same;

(b) establishing and monitoring an efficient procedural work flow and organizational structure;

(c) supervising senior officers of the Unit and ensuring effective supervision of professional officers (4) and general services staff (20);

(d) ensuring that an effective public relations attitude is maintained in the Unit;

(e) ensuring adequate financial and human resources, and allocating such resources to meet objectives;

(f) reviewing administrative and financial cases and advising in resolutions.

(vi) Perform other duties as required, such as:

(a) ensuring the preparation of the Centre's contribution to publications;

(b) participating in missions;

(c) performing special assignments as requested by the Executive Director;

(d) supporting whenever necessary, the section chiefs in the performance of their functions which includes participation in meetings and discussion with staff members.

(e) participating in recruitment missions;

VII. Special duties:

- Mobilization of external financial aid for the implementation of projects on new and renewable sources of energy development and utilization at national subregional and regional level;
- Mobilization of funds for regional programmes related to design and manufacturing of equipment using new and renewable sources of energy;
- Study establishment of financial institutions specialized in the field of new and renewable sources of energy at national, subregional and regional levels and securing co-ordination of their activities;
- enter into contracts of research and development with national and subregional centres;

VIII. Qualifications required: The candidate for the post of Director of administration Unit shall:

(a) possess an advanced university degree in personnel/public/business administration and finance or the equivalent theoretical knowledge;

(b) be, in general, an all-round/ed expert with a wide range of experience in the field of administration and financial techzics.

(c) have a minimum of 10 years post-qualification experience in senior positions and extensive progressively responsible experience in personnel management, particularly recruitment, including policy formulation and implementation at the international level;

(d) possess experience in the administration and management of a Unit;

(e) have working experience in developing countries and knowledge of financing international organs.

(f) know recruitment practice and procedure with extensive specialization in personnel administration; skilled in management and interpersonal relations;

(g) have experience in the financing of international projects;

IX. Languages: Fluency in English or French with a working knowledge of the other.

DRAFT JOB DESCRIPTION

1. Title of post: Director of DOCUMENTATION and INFORMATION UNIT of the African Regional Centre for Solar Energy.

2. Level: P4

3. Duty Station:

4. Date of Appointment:

5. Duration of Appointment: Two years with possibility of extension

6. Duties and Responsibilities: Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with other Directors, the candidate is expected to:

(a) organize the activities of his Unit assuming the responsability for proper and efficient use of the relevant inputs;

(b) prepare and propose to the Chief Technical Adviser the planning of work of the Unit;

- Specifically he is expected to:
  - effectively contribute towards the programme of Information/Documentation activities within the Unit;
  - Study, propose and have the responsibility of the implementation of information activities and library organization;
  - work towards the establishment of a data bank in solar energy and its derivatives;
  - prepare and submit regular progress reports and provisional or final professional reports as necessary and contribute to the preparations of the Centre's work programme and budget;

- Organize a continuous exchange of information with national, subregional, regional and International organizations involved in solar, wind and biomass energy activities
- Disseminate results of solar energy studies elaborated in the region or elsewhere in the world;
- To ensure that research findings are made the common property of the member States;
- Perform any other duties requested by the Chief Technical Adviser.

7. Qualifications Required: The candidate should:

(a) possess an advanced university degree in Science and Technology, applied science or engineering;

(b) possess a qualification of modern bibliography technics including Informatic and Microfiche technics.

(c) have a minimum of 10 years post-qualification experience in senior positions in the field of Information/Documentation;

(d) possess experience in the administration and management of an Information/ Documentation Section;

(e) have experience in the editorial technics, compilation and preparation of information pamphlets;

8. Languages: Fluency in English or French with working knowledge of the other.

DRAFT JOB DESCRIPTION

1. Title of post: DIRECTOR OF ENERGY STRATEGIES AND CO-OPERATION UNIT of the African Regional Centre for Solar Energy

2. Level: P4

3. Duty Station:

4. Date of appointment:

5. Duration of appointment: Two years, with possibility of extension

6. Duties and responsibilities: Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with other Directors of the Centre, the candidate is expected to secure the undertaking of the following duties and responsibilities by the Unit:

   (a) Elaboration of an energy strategy at national, subregional and regional levels with a view to:

      (i) better assessing the role of new and renewable sources of energy in Africa;

      (ii) obtaining a realistic evaluation of the results obtained and difficulties encountered in the development of new and renewable sources of energy in Africa;

      (iii) enhancing development and utilization of new and renewable sources of energy in Africa;

   (b) Alligment of the elaborated strategy with the African strategy for the development and utilization of new and renewable sources of energy and adapt it to the national, sub-gional and regional needs;

   (c) Advise and participate in the elaboration of national energy policies, national plans for development and utilization of new and renewable sources of energy and in the interpretation of these plans into the overall economic development of specific areas (particularly rural) or countries.

(d) Elaboration of models of programmes for the inventory of new and renewable sources of energy in Africa and inventory of needed manpower in the same field;

(e) Preparation of short-medium-and long-term strategies for research and development of new and renewable sources of energy in Africa, at all levels, including transfer and adaptation of technology;

(f) Formulation of programmes and policies for information and training in the field of new and renewable sources of energy at all levels in Africa;

(g) Advise in the assessment of energy needs and supply at national, subregional and regional levels in Africa.

(h) Act as a liaison Unit with African national centres involved in new and renewable sources of energy activities and co-ordinator of research, development and applications activities in the same field at Africa level;

(i) Contribute to the strengthening of the existing centres or to encourage the establishment of new national centres as necessary and establish subregional centres for purposes of liaison and co-ordination in the field of research and development of solar energy utilization;

(j) Promote multinational co-operation with regard to the practical use of solar, wind and biomass energy;

7. Qualifications required: The candidate should:

(a) be preferably a national of a member State of the African Regional Centre for Solar Energy;

(b) Possess an advanced university degree in science and technology, in the field of energy, etc.

(c) in general, be an all-rounded expert with a wide range of experience in the field of every strategies and policies at national or subregional levels;

(d) have a minimum of 10 years practical experience in senior positions;

8. Languages: Fluency in English or French with working knowledge of the other.

DRAFT JOB DESCRIPTION

1. Title of post: DIRECTOR OF RESEARCH AND APPLICATIONS UNIT of the African Regional Centre for Solar Energy.

2. Level: P4

3. Duty Station:

4. Date of Appointment:

5. Duration of Appointment: Two years with possibility of extension

6. Duties and Responsibilities: Summary of the assigned duties: Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with the other Directors, the Director of the Research and Application Unit is responsible to develop and implement research and applications policies and procedures of the centre; act as senior adviser on research and application issues and policies; co-ordinate and monitor solar energy, wind energy and biomass energy sections; ensure effective management of the Unit; and perform other duties as required.

The candidate will have the responsibility to:

(a) Organize the activities of the Unit and act also as Chief of Solar Energy Unit;

(b) prepare and propose to the Chief Technical Adviser the planning of work of the sections of the Unit;

(c) effectively contribute towards the preparation and implementation of the programme of work of the Unit and closely collaborate with Design, Manufacturing and Maintenance Unit;

(d) Study, propose and have the responsib of the implementation of research, applications, transfer and adoptation of technology and test activities in three sections: Solar Energy, Wind Energy, and Biomass energy.

(e) strengthen research in solar energy and its dorivatives and undertake experimentation and applications of such energy, at national, subregional and regional levels in Africa;

(f) Aid member States in carrying out fundamental research and carry out research and products development as necessary;

(g) To do everything in the Unit's power to improve the conditions in which research is conducted at all levels and to enhance the working condition in which research is conducted at al levels and to enhance the working conditions of researchers;

(h) Prepare and submit regular progress reports and professional reports as necessary.

(i) Perform any other duties requested b the Executive Director or the Chief Technical Adviser.

7. **Qualifications Required:**

The candidate should:

(a) Possess an advanced university degree in physics, applied sciences, enginee or equivalent;

(b) in general be an all-round expert wit a wide range of experience in the fie of Research and Applications of New a Renewable Sources of Energy.

(c) have a minimum of 10 years practical experience.

(d) possess experience in the administration and management of anResearch and Applications Unit;

- Working experience in developing countries and knowledge of Appropriate Technologies is preferable.

8. Languages: Fluency in English or French with working knowledge of the other.

DRAFT JOB DESCRIPTION

1.	Title of post:	DIRECTOR OF DESIGN, MANUFACTURING AND MAINTENANCE UNIT of the African Regional Centre for Solar Energy.
2.	Level:	P4
3.	Duty Station	
4.	Date of Appointment:	
5.	Duration of Appointment:	Two years, with possibility of extension
6.	Duties and responsibilities:	Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with the other Directors, the candidate is expected to: develop and implement design, manufacturing and maintenance policies and procedures of the Centre; act as senior advisor on above issues; co-ordinate and monitor delegated design and manufacturing in solar-wind-biomass workshops and secure the maintenance activities; act as liaison office with senior officials involved in research and development activities of the Centre; ensure effective management of the Unit; and perform other duties as required. The candidate organizes the activities of his Unit assuming the responsibility for proper and efficient use of the relevant input. Within this framework he:

(a) prepares and proposes to the Chief Technical Adviser the planning of work;

(b) effectively contributes towards the programme of work of the Unit;

(c) has the responsibility of the implementation of design, manufacture and maintenance works in five sections; design, solar workshop, wind workshop, biomass workshop, and maintenance;

(d) Test products, systems or appliances for performance, reliability and adaptability and manufactures prototypes as design within the Unit in collaboration with Research and Applications Unit;

(e) Encourage popularization of local manufacture of equipment using, solar wind and biomass energy and promote local industries in the field of solar and its derivatives technology so as to reduce the cost of equipment making use of these energies in Africa;

(f) co-ordinates the activities of the transport and maintenance team;

(g) Prepares and submits regular progress reports and professional reports as necessary,

(h) performs any other duties requested by the Executive Director or Chief Technical Adviser

7. **Qualifications required:** The candidate should:

(a) Possess an advanced university degree in applied science, mechanics, engineering or equivalent;

(b) in general be an all-rounded expert with a wide range of experience in the field of design, manufacturing and maintenance of equipement using new and Renewable Sources of Energy including mechanical equipment;

(c) have a minimum of 10 years practical e experience;

(d) possess experience in the administration and management of a design, manufacturing and maintenance Unit;

- Working experience in developing countries and knowledge of appropriate technologies is preferable;

8. Languages: Fluency in English or French with working knowledge of the other.

DRAFT JOB DESCRIPTION

1. Title of post: DIRECTOR OF TRAINING UNIT Of the African Regional Centre for Solar Energy

2. Level: P4

3. Duty Station:

4. Date of Appointment:

5. Duration of Appointment: Two years, with possibility of extension

6. Duties and Responsibilities: Under the supervision of the Executive Director and Chief Technical Adviser and in co-operation with the other Directors the candidate is expected to:

   (a) organize the activities of his Unit assuming the responsibility for proper and efficient use of the training technics;

   (b) prepare and propose to the Chief Technical Adviser the programme of training activities, including the fellowships for African candidates;

   (c) effectively contribute towards the programme of training of staff of the Centre;

   (d) Study, suggest, advise on, and support training programmes at national levels and encourage the introduction of studies of new energy utilization in school and university curricula;

   (e) prepare and submit regular progress reports and provisional or final professional reports as necessary and contribute to the preparation of the Centre's work programme and budget,

   (f) In collaboration with other Units of the Centre and by means of seminars,

workshops, meetings, exhibitions of equipment and films, to arouse awareness among member States of the region of the sources, uses and benefits of solar energy;

(g) Organize training of African candidates within the Centre; organize study tours and working visits to the Centre; prepare fellowships programme; and provide highly qualified expertise to the national centres involved in Solar, wind and biomass energy activities;

(h) perform any other duties requested by the Chief Technical Adviser.

7. Qualifications Required: The candidate should:

(a) possess an advanced university degree in engineering or applied sciences (solar, wind or biomass energy);

(b) possess a qualification in modern training technics, including psycology and communication technics;

(c) have a minimum of 10 years post-qualification experience in senior positions related to training;

(d) possess great experience in the preparation of training programmes at various levels;

(e) have experience in training technics and advisory capability in formulations of national training programmes in the field of new and renewable sources of energy;

8. Languages: Fluency in English, or French with a working knowledge of the other.